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8 December 1952

Chief, Procurement & Supply Office
: Chief, Supply Division
Chief, Stock Control Branch

Report on Visit to

by

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NO CHANGE in Class. ☐

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b. All expendable items acquired, whether for stock or immediate use, are entered on the stock records and then expended upon issue.

c. The Stock Control Section under Mr. [REDACTED] maintains overall accountability records and responsibility for non-expendable property is transferred to the using activity. Signatures are obtained for all such transfers and a consolidated property file is maintained for each activity. Although the inspection of the property records was of a general nature and no attempt was made to audit any postings, it would appear that the records are complete and all supporting documents properly cross referenced.

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d. Administrative expendable supplies are stocked in a general supply building and non-expendable stock items are stored in the warehouse until issued. The property at each location appears to be adequately controlled and protected from misappropriation. At this time a rewarehousing program is being conducted, which will further improve the efficiency and effectiveness of the supply control.

6. Based on the above observations, the following comments and recommendations are put forth:

a. It is recommended that an Accountable Officer be designated for this installation, and specimen signature of this individual be placed on file in Comptroller's Office, Fiscal and Finance Office, and Procurement and Supply Office.

b. It is also recommended that Covert Property Records, maintained at this Headquarters for [REDACTED] be discontinued immediately, and a periodic report (semi-annual) of non-expendable property be scheduled for preparation at station level and submitted to Procurement and Supply Office. Any subsequent audit of this account should be performed on site against local records.

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c. It is further recommended that the present practice of maintaining "Property In Use" records by organizational element on the fly-leaf portion of Form 36-19 be discontinued. A total "Property In Use" figure in one column of the card is adequate, in view of the maintenance of separate consolidated property files for each organizational element.

d. Any items determined to be in excess of established stock levels should be reported to Procurement and Supply through Chief, Training Office for disposition instructions. During this visit, mention was made of one item, stock of which was judged to represent a large excess. This excess can be utilized in the Headquarters advantageously.

e. Recommendations a, b, c, and d, above are consistent with the policy to be published in [REDACTED] "CIA Procurement and Supply Manual", and with implementing procedures to be distributed. It is evident that the above policies and procedures will not cause any major problem in their application at this station.

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f. The excellent control and issuance of expendable office supplies at this station is deserving of special comment.

g. [REDACTED] and his staff have done an outstanding job and should be commended for their very fine performance and application of good supply principles and discipline.

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